



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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December 4, 2007

Board of Supervisors
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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**PROBATION DEPARTMENT: APPROVAL TO AMEND CONTRACT NO. 76373
WITH THE HOWROYD WRIGHT EMPLOYMENT AGENCY, INC. DBA APPLEONE
EMPLOYMENT SERVICES TO PROVIDE CLERICAL SERVICES FOR THE
PROBATION DEPARTMENT
(ALL SUPERVISORIAL DISTRICTS, 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Chief Probation Officer to prepare and execute an amendment with the Howroyd Wright Employment Agency, Inc. dba AppleOne Employment Services (AppleOne) to add Los Padrinios Juvenile Hall to the current clerical services contract for the Probation Department (Department) at an estimated annual amount of \$490,428 for a term commencing upon execution through October 31, 2008. Funding for this amendment is included in the fiscal year (FY) 2007-08 Final Adopted Budget. The Chief Probation Officer will notify the Chief Executive Office (CEO) in writing within 10 business days after execution.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to authorize the Chief Probation Officer to negotiate, sign, and execute a contract amendment with AppleOne to add Los Padrinios Juvenile Hall to Contract No. 76373. AppleOne has the infrastructure and expertise necessary to provide services immediately and can commence services as soon as the contract is amended. The services will be only for a 10-month term to give Department the necessary time to release a Request for Proposals.

On March 8, 2005, your Board approved contracting with Simpson & Simpson Business and Personnel Services (Simpson & Simpson) for clerical services at Los Padrinos Juvenile Hall. The contract was executed and the contract term is scheduled to expire on November 30, 2007. Simpson & Simpson has notified the Department that they do not wish to renew their contract. Initially, the Department intended to hire permanent County employees in place of contracted workers. However, the Department has recently determined that the cost savings for contracting out these services outweighs the advantages of hiring County employees. The proposed amendment will enable the Department to continue the current clerical services at Los Padrinos Juvenile Hall until a competitive solicitation can be completed.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County's Strategic Plan Goal 2: Workforce Excellence; Goal 3: Organizational Effectiveness; and Goal 4: Fiscal Responsibility. Implementation of the recommendations will enable the Department to continue receiving high quality, efficient clerical services.

FINANCIAL IMPACT/FINANCING

The estimated cost for this amendment is \$490,428. Funding for this amendment is included in the FY 2007-08 Final Adopted Budget for the Department to finance the contract payments. The contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1987, the Department has contracted for clerical services at Los Padrinos Juvenile Hall. The Department has a need to continue utilizing these services at its designated work location. The proposed amendment will allow the Department to continue receiving the clerical services through October 31, 2008.

The current contract contains all of the most recent required provisions including, but not limited to, non-responsibility and debarment, child support compliance, Greater Avenues for Independence/General Relief Opportunity for Work (GAIN/GROW), Safely Surrendered Baby Law, and the provisions of paid jury service time for their employees.

The Department will not require the contractor to perform services that exceed the Board-approved contract amount, scope of work, and/or contract dates.

County Counsel shall approve the amendment as to form prior to execution.

CONTRACTING PROCESS

The proposed amendment is recommended to minimize a break in services at Los Padrinos Juvenile Hall. The Department is following the CEO's recommendation to continue contracting clerical staff at the juvenile halls. This change in the Department's direction has made this an urgent matter because the current contract for clerical services at Los Padrinos Juvenile Hall expires on November 30, 2007. Consequently, the Department was unable to send advanced notification to your Board regarding the additional services that are being added to the sole-source contract with AppleOne.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable Probation Department to minimize the break in service for providing clerical services at Los Padrinos Juvenile Hall.

Respectfully submitted,



William T Fujioka
Chief Executive Officer

WTF:SRH:RDC
RS:YY:yjf

c: Executive Officer/Clerk of the Board
County Counsel

Contract.amend.AppleOne.bl